



North Central District Health Department

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- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS

MINUTES OF ANNUAL MEETING

NCDHD Headquarters

31 North Main Street

Enfield, CT 06082

Wednesday, September 11, 2019

7:00 PM

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19 SEP 20 PM 12:00

Members Present: Diane Wheelock - Chair, Fred Journalist, Shannon Grant, Dawn Hunt, Jason Walsh, Ben Rodriguez, Victor Mathieu, William Meier, Trish Vayda, Michele Kervick

Members Absent: Maria Wheldon, Diane Trueb, Ken Nelson, Dawn Maselek, Richard Zulick, Catherine Rebai, Matthew Maynard, Len Norton

Also Present: Donna Szewczak, Town Council Liaison, Luigi Sartori, Staff Member and Patrice Sulik, Director of Health

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the meeting at 7:04 PM after determining there was a quorum present.

Board Chair Report

Luigi Sartori was introduced and gave his presentation on assessing the District's Field Office functions.

Election of Officers:

William Meier nominated Ben Rodriguez for Vice-Chair, seconded by Shannon Grant. There were no other nominations. The nomination passed unanimously.

Fred Journalist nominated Diane Wheelock for Chair, seconded by Ben Rodriguez. There were no other nominations. The nomination passed unanimously.

Director of Health Update

Patrice reviewed the options for accepting credit card payments at the Health District. While significant work on the FileMaker program is needed prior to receiving payments on-line, the District may be able to move forward with accepting credit card payments in the office. The advantages and disadvantages of each service were discussed. Board Members had other options not on the list that they would provide information on so that other systems could be considered.

Patrice mentioned the Health District's program calendar and commented on the increase in programming and flu clinics that are the result of the Health Educator and Public Health Nurses' efforts.

Action on Consent Agenda Items

None

Executive Session

A **motion** was made by Ben Rodriguez and seconded by Vic Mathieu to enter Executive Session for the purpose of discussing Personnel Matters. The motion carried unanimously, and the Board entered Executive Session at 8:28 PM. Patrice Sulik was invited into Executive Session.

The Board came out of Executive Session at 9:39.

A **motion** was made by William Meier and seconded by Ben Rodriguez, to continue the Leadership Initiative Training and Succession planning by creating a pilot for two (2) Lead Sanitarian positions.

Compensation will be as follows:

- A Stipend of \$2,000 for the year for taking on additional responsibilities.
- An additional \$4,000 per year in tuition reimbursement for an approved graduate degree for a possible total of \$5,000 per year.
 - A maximum of 50% of tuition up to a total of \$5,000 will be awarded.
 - To receive \$5,000, the employee must sign a written contract to remain with the District for two (2) additional years each year the \$5,000 is awarded, or four (4) additional years after the graduate degree is attained, whichever is less.
- In addition, any non-management employee with a relevant graduate degree will be eligible to receive a stipend of \$1,000 per year.

The motion carried unanimously.

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Note: The Board is very interested in succession planning as well as the provision of leadership opportunities and professional growth for Health District staff. The Board would like to see Lead positions carry beyond the pilot program and will evaluate the program after the pilot period.

Committee Updates and Discussions

1. Finance – Maria Whelden, Chair – (not present)
A **motion** was made by William Meier and seconded by Fred Journalist to designate up to \$25,000 from the undesignated fund balance for the Director to get prices (a minimum of three (3)) and move forward on addressing recommendations from the Security Assessment. The motion carried unanimously.

Patrice gave an update on the meeting with Enfield Builders and explained that an architect for the project needs to be hired prior to Enfield Builders providing a quote for the pre-construction phase. An updated quote from the architect who drew the initial floor plan for the renovation was provided.

A **motion** was made by Jason Walsh and seconded by Vic Mathieu to hire Robert Hurd for \$35,000 to continue as architect for the Health District Headquarters remodel. Given that Mr. Hurd was already involved with the project and that further delays would be problematic as some of the mechanical systems in the building are currently failing, the bid requirement will be waived. The motion passed unanimously.

2. Short and Long Term Planning – Ben Rodriguez, Chair –no update
3. Capital Improvements –Chair is vacant
4. Personnel – William Meier agreed to serve as Chair

New Business

None

Adoption of Minutes

A **motion** was made by Jason Walsh, seconded by Dawn Hunt, to waive the reading of the Minutes of the Regular Meeting of the Board of August 14, 2019, and that Minutes of said meeting be approved. The motion carried with Trish Vayda and Vic Mathieu abstaining.

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Adjournment

There being no further business to discuss, a **motion** was made by Vic Mathieu and seconded by Fred Journalist to adjourn. The motion carried unanimously, and the meeting adjourned at 9:58 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, October 16, 2019, Stafford Town Hall, Conference Room,
2nd Floor, 1 Main Street, Stafford Springs, CT 06076